

13.0 Global Focus Team

- Internal BUS-5 Approvals
- PR Workload Management Contract Specialist
- PR Workload Management Team Leader
- Other Global Requirements

General Global Requirements for TIPS

- Real-time interactivity with all data, particularly with account code information:
 - ◊ When a code is put on “hold,” all purchase requests that are in process are appropriately flagged at all screens.
 - ◊ When a PO is released via voice/fax/email (whether a hardcopy is also to be printed), then the act of noting that (e.g. by clicking a “button”) should cause immediate funds obligation.
 - ◊ When an item is docked or received, that information should be immediately available.
- Accountable read-write access exists and a log is kept of all writing of data (individual, date, time)
- Efficiency in all drill-down screens, so that the minimum number of screens (as opposed to “pop-ups”) are needed for the most common, simplest transactions.
- Until the Laboratory is or can be expected to be 100% on-line in access, then hard-copy input must be accommodated efficiently when electronic data needs to be loaded. Additionally, a hard transition must be effected in which **all** PR's are submitted through TIPS at the cutover date.
- Contract Specialist screens and features must be customizable for key operational features.
- Bookmark pull-down feature per user.
- On-line resources available as per storyboard.
- In addition to Defense Priority ratings (assignable at PR generation), Lab designated priority/project identification (either assignable by requester or requester's approval chain) must be available (e.g. LIDAR, APT, Hot Dry Rock, etc.)
- Ability to operate in the administrative partition, yet communicate back and forth into an open environment (such as Internet) or pull data from an open environment application.

- All electronic commerce communications into the Lab screened at maximum level for viruses.
- Requests for mods, task orders, and change orders: must be assigned by the System] (next number)
- A full-featured blanket order is required. The system would automatically assign/log releases as defined by a user. Releases could be generated by “converting” PRs or by data entry by contract specialists or by authorized users (the system must have an optional “releasers” table per blanket order to authorize non-Procurement releasers). Each release would be treated as a separate transaction under that blanket order with all the normal features of a PO (could be either T&M, or FFP, multiple line items, etc.) and each release should be capable of independent closure during the term of the blanket order.
- Intrinsic compliance as well as reporting features must be incorporated into the system: e.g. All contracts exceeding \$25K cannot be processed without an approved sole source or attempted competitive solicitation; buyer-delegated authorities are restricted by the system; all contracts of \$100K and above must have the buyer’s “file” memo completed; all contracts under \$100K must have completion of the Buyer’s determinations checklist, etc.

Management Issues:

- Whether to require that all purchase actions be submitted electronically when system is implemented? (present to LLC with cost impact if dual system)
- Potential security issues related to the system
- Related to #1 above, field BUS personnel must have full access to TIPS.
- During design as well as friendly user test, identified problems and issues must be addressed promptly -- perhaps a new set of focus teams should be instituted to deal with TIPS implementation.
- What information is accessible by whom (see “Other Global Issues” below).

Internal BUS-5 Approvals

Requirements

For internal BUS operations, any authority to approve OR to “write”:

- Assignable by name or by data field combination(s) ; i.e., buyers may issue contracts up to \$nnn,nnn if and only if, it is a “B” type of contract.
- For absences, any supervisor may assume upward an authority or additionally delegate authority by start/stop date fields.
- Authorities may be by “title” (default), or by name; i.e. all contract specialists approve XXXXX, or John Doe approves A, B, J within his dollar authority data field, etc.
- Auto routing for approval (for mapped approvals) and return to contract specialist
- Expert tools/tables/resources covering required approvals.
- Defined approval paths for all typical (mapped) procurement approvals.
- Includes both on-line and off-line approvals
- Peer review availability (one or more individuals)
- Approval feature also useable to submit “drafts” for review and comment.
- Read authorities are global within procurement

Non-inclusive list of approvals

- Basic contracting authority (with variable potentials: e.g., dollar level, contract type, etc.)
- Approval of RFP
- Buy American Act
- Negotiation objective
- Peer review
- CRB
- OCI
- FOCI
- ADP acquisition approvals from CIC
- Various approvals to buy from other Laboratory organizations

Management Issues

- Single focal point for defining contract specialist authorities (= Procurement Manager).
Procurement management must finalize how much flexibility should be in authorities system (nature and quantity of potential parameters other than a single dollar level definition).
- Process simplification analysis must be continuously performed in this area.
- Many approvals require extensive reading of data. Procurement supervision and management must determine which of the many approvals will be done “on-line” and which will be performed “off-line,” since reading information on computer monitors is 1/2 as effective as normal reading of hard-copy.
- Decision on when to have “acting” authorities for contract specialists, or to have some other method of oversight/contact during unavailability of a contract specialist:
 - for 1/2 day training or meetings
 - for full-day meetings
 - for any vacation
 - for sick leave
- Substantial involvement by Team Leaders and group office personnel in drafting screens for the Team Leader to use (see #3 above).

PR Workload Management Contract Specialist

Requirements

- Buyers have internal procurement priority (colors, chevrons, etc.) data field (sortable/accessible) that they can write to, as well as a readable fields that their supervisor can flag when the PR is assigned.
- An excellent data-sort capability (similar to Microsoft EXCEL) is needed for all data presented. Each contract specialist should be able to customize the standard reports as well as define and save any new personally useful ones.
- Contract specialists need the capability to track PR's/PO's by project (requester name, unique project priority code name, organization code, etc.) which is, in effect, causing a unique series of screens (new upper level button) where a "filter" is applied to the data.
- PA's assigned to specific buyers (or teams) have read access to all their buyers screens (default).

Management Issues

- Contract specialists may not re-assign PR's without team leader PR assignment authority (i.e., the team leader re-assigns PR's or the contract specialist must have "acting" authority).
- Contract specialists must have design critique review of the actual final screens used (either prototype or final TIPS system screens).
- Friendly user testing for material time periods must exercise all aspects of the system (i.e. every screen feature and use).

PR Workload Management Team Leader/Supervision

Requirements

- A vacation/time planner/record is needed to be integrated into this module so that a team leader schedule (by fractions of week corresponding to work days), absences by buyer (whether for vacation, dedicated project assignment, class/seminar, etc.); holidays should be shown in a different color but in the same fashion. This could be shown as a colored bar (Gantt chart style) in the other screens for the team leader, when those weeks (either past, current week, or future week) are shown in a screen.
- Team leaders and above must have “read access” to the buyer screens of their buyers --- in effect this says that when a team leader “clicks” on a PR or PO number for detail status, the same information & screen is actually presented.
- An excellent data-sort capability (similar to Microsoft EXCEL) is needed for all data presented. Each team leader should be able to customize the standard reports as well as define and save any new personally useful ones.
- Team Leaders or group office staff specialists need the capability to track PR's/PO's by project (requester name, unique project priority code name, organization code, etc.) which is, in effect, causing a unique series of screens (new upper level button) where a “filter” is applied to the data.

Management Issues

- Type and quantity of on-line approvals
- This area should be re-reviewed after Team Leaders and Group Office can see all other Focus Teams output, as well as at the system design stage of a project.

Other Global Issues

Requirements

- A “Back” and “Home” button for shifting screens, such as *Netscape Navigator*.
- A “pop-up” calendar of the current month which also calculates days or weeks ARO and shows the calendar date of the resulting calculation.

Management Issues

- Management concurrence and decisions on read/write access for internal procurement users, other BUS users, other Lab users for all screens and levels of info. (e.g., status of PR/PO provided to all users, procurement requests for approvals and other justifications readable only by Procurement, etc.)

Procurement Approvals

Virtually all involve submission, potential return to submitter for rework, resubmission, and approval to submitter. The automated approval “system” must track in process approvals and make status available to the initiator, all others in line authority up to the person with the “action” (to endorse and forward, or approve). A “chart/map of all approval authorities and the applicable process map” is required within TIPS. Determinations are necessary documentation for award (and an “approval” in that sense) but not necessarily “approvals” in the conventional sense.

Storyboards are expected to be mapped into the storyboards of other Focus Teams.

Priority:

1. Buyer/Team Leader/Principal Contract Specialist/Procurement Manager for routine transactions (i.e. direct line authority of sole sources, awards, and those things noted in buyer authorities.
(**Note:** this would result in all non-TIPS approvals being handled with hardcopy output of word processor documents).
2. Remaining approvals in Buyer/Team Leader/Principal Contract Specialist/Procurement Manager areas.
3. Remaining approvals, to the extent that they can be, should be included in TIPS (recognizing that they typically would be handled with hard-copy submission, or auxiliary hard-copy documents).

Buyer approvals

- Acquisition Plan
- Sole Source (within signature authority)
- Awards (within signature authority)
- Congressional Notifications
- Acceptance
- Invoice approvals (buyer only, buyer & requester)
- Shipping dollars
- Task Orders (8 field authority)
- Credit Card reconciliation
- Actions delegated by Team Leader as subject matter expert
- Close-out authorization

Peer Review

- Solicitations
- Negotiation Objectives
- Award actions
- Others as assigned by Team Leader

Team Leader Approvals

- Contract Award actions > buyer authority
- Peer Review
- Solicitations (> buyer authority, or if evaluation criteria used)
- Pre-negotiation objectives > \$500k
- Sole Source Justifications (> buyer authority)
- Letter Contracts
- Non-obligatory Letters of Intent
- Ratifications per SI 1.2 (> \$1k)
- Terminations/Cancellations per SI 1.2 (> \$25k)
- Waiver of Buy American Act

Principal Contract Specialist Approvals

- Procurement Manager approvals within their delegated authority

Procurement Manager Approvals

- Contract Award Actions (> Team Leader authority)
- Ratifications (> Team Leader authority)
- Letter Contracts (> Team Leader authority)
- Sole Source Justifications (> Team Leader authority)
- Terminations/Cancellations
- All pre-contract cost agreements
- Use of Progress Payments
- All sole-source justifications involving employee-vendor relationships
- Real Property lease/rental (7 \$50k/year, term 7 5 years including options)

Laboratory Counsel

- Modifications to standard terms and conditions
- License provisions involving legal issues
- IFB approval for construction
- Construction Awards
- Contract disputes
- Terminations

DOE Approvals

- Solicitations > \$25 million
- Awards > \$25 million
- Real Property Leases
- IUT's greater than the Laboratory authority level
- Letter Subcontracts of contracts expected to be > \$25 million
- FOCI
- Awards > \$25k proposed to Debarred/Suspended/Ineligible subcontractors
- Requests for Waiver of Certified Cost or Pricing Data
- Waiver of Buy American Act > \$100k
- Foreign Travel to be charged the Lab (under a subcontract)
- Decision to lease on all capital leases (see "Determinations" below)
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UC Approvals

- Real Property Leases in excess of Lab authority

Treasurer approval of LTO interest rate (contracts > \$50k)

Other Approvals

- Source Selection Official (appointments, decisions, SEB appointments, Source Selection Plan)
- LTO
- Contract Review Board
- SB Subcontracting Plan
- OCI
- FOCI
- EEO
- Form 884
- CIC approvals of ADP (solicitation, award)
- Trade-in's
- Shipments (SNM)
- Import Custom Duties
- ESH (Safety)
- FSS (standards, etc.)
- Blueprint (incomplete, unapproved, unreadable)
- Work on Site
- GFP

Determinations

- Davis-Bacon (involves interaction external to Procurement)
- Service Contract Act (involves a separate process &/or external to Lab process)
- Lease-purchase decision (of AA-3 analysis) (buyer or buyer/team leader activity)

